



UNITED STATES MARINE CORPS  
MARINE CORPS LOGISTICS COMMAND  
814 RADFORD BOULEVARD  
ALBANY, GEORGIA 31704-0301

LOGCOMO 5216.1  
L13  
4 Oct 04

MARINE CORPS LOGISTICS COMMAND ORDER 5216.1

From: Commanding General  
To: Distribution List

Subj: STANDARD OPERATING PROCEDURE (SOP) FOR CONGRESSIONAL INQUIRIES

Encl: (1) Points of Contact

1. Situation

a. Official inquiries made by members of Congress are of a time sensitive nature. Due to the high visibility these cases receive, this Command must be kept abreast of the progress and resolution of all inquiries into Marine Corps Logistics Command or any of its subordinate commands.

b. In an effort to maintain cognizance over all inquiries into Marine Corps Logistics Command, and to improve upon the timeliness of replies, the process for responding to congressional inquiries will be centralized.

2. Cancellation. MARCORLOGBASESO 5216.2

3. Mission. Ensure that proper procedures are observed when receiving, investigating, and replying to a congressional inquiry.

4. Execution

a. All congressional inquiries are processed through Headquarters Marine Corps (HQMC), Office of Legislative Affairs (OLA). Due dates for the replies are assigned by HQMC (OLA) and are noted on each inquiry. HQMC (OLA) will forward inquiries for all of Marine Corps Logistics Command to the Office of the Adjutant, Marine Corps Logistics Command. Congressional inquiries will be forwarded to the subject subordinate command (MCLB Albany, MCLB Barstow, Maintenance Center Barstow, Maintenance Center Albany, or Blount Island Command) for investigation and further processing the day it is received.

b. Subordinate commands receiving congressional inquiries from any source other than Marine Corps Logistics Command will forward such inquiries to the Office of the Adjutant, Marine Corps Logistics Command. The Adjutant will coordinate tasking/disposition instructions with HQMC (OLA).

5. Administration and Logistics

a. The Office of the Adjutant, Marine Corps Logistics Command will maintain a file of all pending congressional inquiries.

b. The Office of the Command Inspector, Marine Corps Logistics Command will maintain a file of all completed inquiries for historical purposes.

c. The designated points of contact for each command on this matter are listed in the enclosure. Inquiries will be sent to the applicable point of contact, who will in turn be responsible for the investigation and response to HQMC (OLA).

d. All completed packages require review and endorsement by the Commanding General. Therefore, completed packages will be sent via CG, MARCORLOGCOM to HQMC (OLA). A copy of the CG's endorsement will be forwarded to the appropriate Commanding Officer.

e. Once the completed packages have been sent to HQMC (OLA), the Marine Corps Logistics Command Adjutant will then transfer the inquiry from the pending congressional inquiry file to the permanent correspondence file.

6. Command and Signal

a. Signal. This Order is effective the date signed. 1

b. Command. This Order is applicable to Marine Corps Logistics Command.

  
H. MASHBURN, JR.

DISTRIBUTION: A

Points of Contact

MARCORLOGCOM	Command Adjutant	DSN 567-7604 FAX 567-7994 COM 229-639-7604
MARCORLOGCOM	Command Inspector	DSN 567-7101 COM 229-639-7101
MARCORLOGCOM	Human Resources Officer	DSN 567-5238 COM 229-639-5238
MCLB Albany	Commanding Officer	DSN 567-5202 COM 229-639-5202
MCLB Albany	Base Inspector	DSN 567-6244 COM 229-639-6244
MCLB Barstow	Base Inspector	DSN 282-6373 COM 760-577-6373
Blount Island Command	Commanding Officer	DSN NOT AVAILABLE COM 904-696-5100

ENCLOSURE (1)

